

# FOOD SAFETY POLICY

## Reason this policy is important:

For children, it only takes a small amount of toxins in contaminated food to cause serious illness. It is important to practice safe food handling, food preparation, and food storage to prevent the contamination of food served to children and staff.

## Procedure and Practices, including responsible person(s):

\_\_\_\_\_ (staff title/name) has received training in safe food handling that is consistent with state or local food service rules and regulations.

### Food Preparation areas and staff:

- No one with signs of illness or is diagnosed with an illness will be responsible for handling or preparing food.
- Those who prepare food should not change diapers and vice versa, whenever possible. When this is not possible, careful hand washing procedures will be followed.
- Hand washing sinks will be separate from food preparation sinks.
- Food preparation counters will be made of a solid surface, in good repair, and kept clean and sanitized.

### Food Storage:

- Food will be stored according to the *Caring for Our Children* guidelines: Food Storage Chart.
- Refrigerators will be maintained at 40° F or lower and freezers will be maintained below 0° F. A thermometer will be in the refrigerator/freezer at all times. \_\_\_\_\_ (staff title/name) will log daily temperatures in both refrigerator and freezer (Refrigerator/Freezer Temperature Log) to be sure the right temperature is being maintained.
- Foods not requiring refrigeration will be stored 6 inches off the floor in easily cleanable, dry storerooms.
- Dry, bulk foods not stored in original packaging will be stored in a sealed container that is labeled and dated. (Cardboard boxes should not be used. They attract pests.)

### Cooking: (See Food Holding Temperature Chart)

- All ground beef and pork will be cooked to reach 160° F. Poultry will reach 170° F. Dark poultry will reach 180° F. All other foods will be cooked to reach at temperatures listed on the holding temperatures chart.
- Food that has been served and not eaten (leftovers) from plates, serving bowls, and pitchers (any item taken out of the kitchen and served) will be discarded.

### Sanitation: (see Sanitation Policy)

- Cleaning products will be stored in original containers and away from food.
- Cutting boards will be made of a solid, nonporous surface. Wood will not be used and those with cuts or crevices.
- A dishwasher on the hot cycle will be used to wash dishes and other utensils. If washed by hand, the following process will be followed:
  - Use a 3-compartment sink or three basins for washing, rinsing and sanitizing.
  - 1<sup>st</sup> sink: wash dishes in hot water with dish detergent. Cloths used for washing are laundered after each use.
  - 2<sup>nd</sup> sink: rinse dishes with hot water.
  - 3<sup>rd</sup> sink: soak dishes for at least 1 minute in 1/2 teaspoon of bleach to 1 gallon of warm water.
  - Let air-dry. Use a dry rack drain board for drying.
- All washable bibs, washcloths, napkins are be laundered after each use.

### Vending:

- Food provided by a central kitchen or vendor from off-site locations will be obtained by approved sources and inspected by the local health authority.
- Settings will have provisions for holding hot food at 135° F and cold food 40° F or below until served.
- \_\_\_\_\_ (staff title/name) will check temperatures of all vendor food and will be responsible for maintaining the temperatures until the food is served.
- Utensils used to serve food will be properly cleaned and sanitized.

# FOOD SAFETY POLICY

## When the policy applies:

When handling, preparing, vending and storing food intended for children and staff consumption.

## Communication plan for staff and parents:

- Food Service staff will receive Food Safety training provided by State or local food service authorities.
- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center.
- All staff will have training on food safety.
- Written instructions are posted in food preparation areas.

## References:

CARING FOR OUR CHILDREN, National Health and Safety Performance Standards: Guidelines for Out-of- Home Child Care Programs. 3<sup>rd</sup> Edition. American Academy of Pediatrics, American Public Health Association, and U.S Department of Health and Human Services. 2012 <http://nrckids.org>

Managing Infectious Diseases in Child Care and Schools, A quick reference guide. American Academy of Pediatrics, 2004.

**Reviewed by:** \_\_\_\_\_ Director/Owner  
\_\_\_\_\_ Health Professional (physician, nurse)  
\_\_\_\_\_ Staff member  
\_\_\_\_\_ Other (parent, advisory committee)

## Effective Date and Review Date:

This policy is effective \_\_\_\_\_ (date) and  
reviewed yearly \_\_\_\_\_ (date) or as needed

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000

Name and address of child care agency